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Tender

## **Innovation Fund Administrator - Embedding Children's Rights in Public Services**

Scottish Government

F02: Contract notice

Notice identifier: 2022/S 000-012041

Procurement identifier (OCID): ocds-h6vhtk-0335a6

Published 9 May 2022, 4:28pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

#### **Contact**

Stuart Riach

#### **Email**

[stuart.riach2@gov.scot](mailto:stuart.riach2@gov.scot)

#### **Country**

United Kingdom

#### **NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<http://www.scotland.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10482](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

**I.4) Type of the contracting authority**

Ministry or any other national or federal authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Innovation Fund Administrator - Embedding Children's Rights in Public Services

Reference number

CASE/582931

#### **II.1.2) Main CPV code**

- 75100000 - Administration services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The Scottish Government has a requirement to place a contract with an external service provider for the provision of fund administration services.

The service provider will be required to develop, establish and administer a grant funding programme (the Innovation Fund) that will stimulate improvement and innovation activity supporting the process of embedding a child rights based approach in public bodies and supporting the implementation of the United Nations Convention on the Rights of the Child (UNCRC) into public services.

#### **II.1.5) Estimated total value**

Value excluding VAT: £125,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UKM - Scotland

#### **II.2.4) Description of the procurement**

The objectives of this Contract include, but are not limited to the following:

- To set up and administer an Innovation Fund
- To provide support and guidance to interested parties to access these funds via the application process
- To deliver pre-funding activities which include pre-application engagement, application sifting, eligibility checks, due diligence, development of a grading process, and setting up the Fund from June 2022
- Develop a decision making process which include representation from Scottish Government and children/young people
- To administer 2 rounds of funding, between July 2022 and March 2024 and associated pre- and post-funding activities, with a round of awards made within each financial year of the period.
- To administer the eligibility, due diligence and grading process in a robust and independent way.

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

#### **II.2.6) Estimated value**

Value excluding VAT: £125,000

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Option to extend the contract for an additional 12 months beyond the initial term.

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

**II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

SPD 4B.4: Bidders must demonstrate a current ratio of no less than 1.

Current ratio will be calculated as follows: Total current assets divided by Total current liabilities.

Insurance Requirements - the bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

SPD 4B.5.1a - Professional Risk Indemnity 1,000,000 GBP

SPD 4B.5.1b - Employer's (Compulsory) Liability Insurance 5,000,000 GBP

SPD 4B.5.2 - Public Liability: 1,000,000 GBP

There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing.

Bidders who do not comply with the above financial requirements but are part of a group, can provide a parent guarantee if the parent company satisfies the financial requirements stipulated above.

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

SPD 4C.1.2 - Tenderers to provide 2 examples of undertaking similar services within the last 3 years.

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

10 June 2022

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

10 June 2022

Local time

12:00pm

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## Section VI. Complementary information

### VI.1) Information about recurrence

This is a recurrent procurement: No

### VI.3) Additional information

The Single Procurement Document (Scotland) is a standard qualification questionnaire supplied by Scottish Ministers for all regulated procurements. The SPD (Scotland) is used to self-certify for the minimum requirements to tender for this contract opportunity and will be

scored on a Pass/Fail basis.

Individual questions that form the Quality award criteria will be scored using the following methodology: 0 - Unacceptable; 1 - Poor; 2 - Acceptable; 3 - Good; 4 - Excellent.

The lowest total tender price will be awarded 100% of the score available for Price. The Price score for the remaining Tenderers will be relative to the lowest total tender price.

NOTE: The buyer is using PCS-Tender to carry out this procurement process. The project code is 21329 and the ITT code is 44397.

Please note this is a separate website and if you are not already registered, you will be required to do so. To access PCS-Tender, record your interest in this notice and access the tender documentation please visit

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>.

Please search for the project Code under PQQs/ITTs Open to All Suppliers and use the Search/Filter function then the Project Code from the dropdown list. Please note that once you have expressed interest in the PQQ/ITT it will move to your My PQQs/ITTs area.

For further information on using PCS-Tender, please read the Supplier Response Guide:

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/supplierhelppage/PCS-TSupplierResponseGuide>

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 21329. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:692735)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Edinburgh Sheriff Court

Edinburgh

Country

United Kingdom